



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

## 岗位说明书——课程事务与数据管理专员

所属部门：教学部 汇报机制：助理主任

### 岗位职责：

1. 协助做好课程规划，负责联系学院落实具体课程的开设；
2. 协助图书馆做好教材采购工作；
3. 协助学生选课、转专业，及指导帮助学业预警学生安排课程；
4. 负责教室安排；
5. 负责教学部（学院）各类数据统计分析；
6. 负责全校精品课程建设。

### 聘任条件：

#### 必备条件：

1. 硕士及以上学位；
2. 有优秀的中英文口语及书面交流能力，具备一定的数据分析能力，能胜任对外交流沟通工作；
3. 热爱高校工作，能胜任加班及在高强度工作环境下完成多项任务。

#### 优先条件：

1. 有中外合作大学或海外求学经历者优先；
2. 有在高校或者教育机构从事相关管理工作的经历者优先。



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## Job Description - Course Scheduling and Data Management

### Specialist

Department: Academic Affairs      Report to: Assistant Director

#### Responsibilities:

1. Assist course projection and course scheduling with each college;
2. Assist library to collect and purchase teaching materials;
3. Assist students with course registration, major transferring, and academic early warning students in course planning;
4. Arrange classroom for each course;
5. Analyze statistical related to Academic Affairs and Colleges;
6. Construct Top Quality Online Course.

#### Qualification:

##### Required:

1. Master degree or above;
2. Good level of English and Chinese proficiency with fluent speaking and writing ability, with certain data analysis skills, capable of external communication work;
3. Motivated to work at university context, and capable to work under high pressure.

##### Preferred:

1. Working experience in Sino-foreign cooperative university and oversea educational background;
2. Relevant working experience in higher education institutions or organizations.